

Facilitators Chat Sheet

October 2007



ADOT Partnering Office

206 South 17th Avenue, Mail Drop 175A

Phoenix, AZ 85007

602-712-7120

<http://www.azdot.gov/ccpartnerships/Partnering>

Call to Action	2
Workshop Reminders	2
ADOT Acronyms.....	2
Education and Annual Event	2/3
Facilitator Information	3
Events and Workshops.....	4
Acknowledgements	4

Call to Action

When addressing the PEP online issue:

All facilitators should have a PEP account and know how to create, print and use the Summary and Comments Reports. Facilitators should also explain to workshop participants the benefits of using PEP on-line.

The facilitators should continue the current process of including a copy of the PEP form with the goals/subgoals for the project team in the workshop (WS) session report. Facilitators will capture and document the input from the team on their goals/subgoals. The facilitators currently tell the teams after they have agreed on their PEP goals/subgoals that the PEP will be included in the WS report. The facilitators should state that PEP should be completed monthly and identify the two Champions. At this point, we are asking all facilitators to make a statement that one of the Champions needs to input the goals/subgoals into PEP online, regardless if the team plans to complete the PEP online or on paper. The goals/subgoals need to be recorded in the PEP database for our measurement reports.

The Champion will need "Champion Rights" to enter this data into the PEP database. ADOT Champions should complete a HEAT ticket to request rights and must include the TRACS number. Non-ADOT Champions may email Linda Peterson at lpeterson@azdot.gov to have these rights assigned. They also must include the TRACS number.

It has been brought to our attention that the PEP online forms did not match the hardcopy forms being handed out at the Workshops. We have corrected the hardcopy forms and they are available on the Partnering web site (see Fine Tuned Process at <http://www.azdot.gov/ccpartnerships/Partnering/index.asp>).

The Partnering Office is currently working with the ADOT/IT staff to extend the subgoal area for input of data in excess of 40 characters.

Workshop Reminders

As part of a Process Improvement Team for Construction Project Finals, a website was created specifically for contractors to give them information they need to supply proper documentation for the project. It is at this link: <http://www.azdot.gov/Highways/ConstGrp/Contractors/Index.asp>. The team is developing a business card size reference card to hand out at all workshops. If there is some other information you would like to see on the Contractors site or if you have a question, please contact [Bonnie Opie](#) at 928.777.5878 or [Lenyne Hickson](#) at 602.712.7321.

At the ADOT/BLM/FHWA/ USFS meeting in Prescott on October 16 & 17, the steering committee distributed the **GUIDELINES FOR HIGHWAYS ON BUREAU OF LAND MANAGEMENT AND US FOREST SERVICE LANDS**. In the future, the facilitator should ask the stakeholders "have the BLM/USFS Guidelines have been referenced"?

The 173 page manual and the updates are available for viewing or download from the following website: http://www.azdot.gov/Highways/RdwyEg/RoadsideDevelopment/index.asp/ADOTGuidelinesForHighwaysonBLM_USFSLands.pdf

ADOT Acronyms

IGA	Intergovernmental Agreement
BMP	Best Management Practices
BLM	Bureau of Land Management
USFS	U.S. Forest Service

NEPA	National Environmental Policy Act
3 P's	Public Private Partnerships
PAB	Private Activity Bonds
AZPDES	Arizona Pollution Discharge Elimination System
NPDES	National Pollution Discharge Elimination System
SWPPP	Storm Water Pollution Prevention Plan
SEP-15	Special Experimental Project

Education and Events

Partnering Consultant Classes

Leaders Guide to Issue Resolution class will be on **December 3** from 8:00 - 4:30 at HRDC.

Conducting a Partnering Workshop class is **December 10 & 11, 2007** from 8:00 - 4:30 and is \$200.00 per person. In addition, each consultant must attend a Partnering Construction Workshop and co-facilitate a workshop.

How to Make Partnering Work in the Field class is **December 12** from 8:00 – 4:30 at HRDC.

Next Facilitator Training Classes offered by ADOT at HRDC for ADOT employees:

- Role of the Facilitator – February 5-7, 2008
- Skills of a Facilitator - March 10-14, 2008

Contact Judy Barrette: jbarrette@azdot.gov or call 602-712-4262, RSVP soon, limited seating

Next APFN for ADOT employees meeting is **November 6, 2007**, at 10:00 – 2:00 at HRDC Palo Verde room

Contact Michelle Fink at 602-712- 8224 for more information and to reserve your seat for the classes.
http://www.azdot.gov/Inside_ADOT/Training/OED/map.asp

Annual Event

The **ADOT/AGC/ACEC Annual Partnering Event** will be held on **December 5** at the Glendale Civic Center, 5750 W. Glenn Dr. Glendale, AZ 85308 from 8:00- 2:00. The theme is "**Partnering the Super Bowl of Teamwork**" celebrating 16 years of Partnering. This Partnering event will bring together leaders from agencies, industry and government at the helm of efforts to develop and enhance positive working relationships, which will affect the quality of all aspects of highway delivery.

This year's event will feature interactive sessions, extended networking opportunities, a variety of guest speakers and a presentation of the **2007 Arizona Transportation Partnering Excellence Award** winners.

Who Should Attend? Federal, Tribal, State, County, City and other local government/public officials, highway design, construction, traffic engineering and maintenance professionals, contractors, consultants, suppliers and Council of Governments/Metropolitan Planning Organization leaders.

Attached is the link to the AGC website to register and pay \$30 by credit card. Register early, seating is limited to 250. Register online at <http://www.azagc.org> starting October 25.

The Quality Inn hotel at 7116 N. 59th Ave, Glendale, AZ 85301 (623)-939-9431 is three blocks from the Civic Center and offers government rates. Rooms are available for this event at \$81.00 + 12.7% tax. <http://www.choicehotels.com>

We sincerely hope that you will be able to celebrate with us!

In November, Michelle will be asking APFN members to volunteer to be room moderators, work the registration desk, help with set up, and clean up at the event. ADOT employees will be invited by the State Engineers Office, watch for their announcement in November.

Facilitator Information

As a process improvement, the Partnering Office would like all emails regarding workshops to have the TRACS number in the subject line of the email. That will facilitate easier retrieval of the email and for electronic filing purposes. It will make it easier for you to find the email in your sent files as well.

New Consultants: If you are ready to co-facilitate a workshop, please contact Ermalinda Gene or Michael Carter to schedule at 712- 8365 or 712-8957.

Meetings & Workshops – Subject to change

11/6 APFN Meeting at HRDC 10:00 - 2:00

11/21 Safford District Meeting

11/29 AASHTO/ Standing Committee on Quality's, Partnering Subcommittee will feature a special web presentation on; "Partnering – What's In It for Us?", 10:00 AM - 12:00 PM Arizona Time

Acknowledgements

Please join the Partnering Office to congratulating James Young as he has accepted the position of Partnering Director with Communication and Community Partnerships. James will be leading the Partnering Office to offer Partnering services for project, public and internal partnerships as well as training and other partnering resources. James had been serving in an acting capacity to manage the Partnering Office.

Congratulations to Dawn Armeli-Kelley who has accepted a mobility assignment as the Administrative Service Officer (ASO) for CCP effective Monday, October 8th. Dawn will continue performing most of her current assignments (PO's for consortiums, personnel work, supply orders, etc.).

Robert (Rob) Samour has been appointed as the Phoenix Construction District Engineer on October 16th.

Thank you for your continued commitment to and support of the Partnering Principles and to ADOT.

Partnering Consultant/Facilitators and Champions – Your feedback is important to us. We want to hear those comments! *Feedback related to the Chat Sheet can be emailed to mfink@azdot.gov*

Partnering –The way ADOT does business

